

Final

11/23/99

# **WORKFORCE INVESTMENT ACT**

## **WORKFORCE DEVELOPMENT AREA COMPREHENSIVE WIA PLAN**

### **LOCAL PLAN GUIDELINES NOVEMBER 1999**



Submit Plan To:

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Submit By:

**February 11, 2000**

**WORKFORCE INVESTMENT ACT**  
**COMPREHENSIVE LOCAL PLAN GUIDELINES**

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## Purpose

This guidance document is for developing the local Workforce Development Boards plans for Title I funds under the Workforce Investment Act (WIA). The plan for Wagner-Peyser and its collaboration with Unemployment Insurance is done at the state level with local and state input. Title I local plans and the state Wagner-Peyser and Unemployment Insurance plan will be developed into an overall state plan and submitted to the Department of Labor.

These local and state plans require that certain structures, relationships and processes be established which require the involvement of the other mandatory partners under WIA. In and of themselves, fulfilling these requirements is not unified planning. However, they provide the foundation for future unified planning. Another foundation for future unified planning is the strategic planning being undertaken as part of planning for Title I of WIA. The expectation is that these strategic plans broadly look at the workforce investment needs of their areas and are likely to serve as the basis for that unified planning for all the one-stop partners.

## Introduction

The Workforce Investment Act (WIA) provides a new focus for the development of workforce investment systems which cover the entire Workforce Development Areas (WDA). This new focus is dependent on thinking and planning strategically and developing a vision of how each area's workforce investment system will look over the next five years. Workforce Development Boards (WDB) in partnership with chief elected officials and the State have the responsibility to carry this out.

The WIA identifies seven key principles that should guide WDBs as they strategically plan for a "customer focused" delivery system:

- Streamlining services.
- Empowering individuals.
- Universal access.
- Increased accountability.
- Strong role for workforce development boards and the private sector.
- State and local flexibility.
- Improved youth programs.


The WIA provides an opportunity to strengthen existing and develop new partnerships which will reinvigorate and enhance the workforce investment system. This opportunity should be viewed as a way to go beyond a "business as usual" approach with innovative workforce investment strategies.

In order to make the most of the reforms and opportunities presented by WIA the Department of Workforce Development (DWD) is approaching the local planning process in a new way. These Local Plan Guidelines are focused on strategic planning with clear goals and vision and deal with all aspects of the WDA, not just Title I of WIA. The plans are to be based on current and projected needs of

the workforce investment system as a whole. The needs of job seekers, incumbent workers, youth and businesses are to be considered in every step of the planning process. It is the board's responsibility to maintain a "big picture" view of the system-wide needs of the workforce development area rather than focusing on programmatic and operational details.

To accomplish the objectives set out by the WIA and these plan guidelines, WDBs in consultation with the local elected officials must incorporate broad involvement in the development of the local plan. Input needs to be received from a variety of stakeholders and the public at each stage of development. An atmosphere of collaboration and partnership and an emphasis on enhancing the entire system rather than categorical programs is to be the outcome of this planning process. It is the WDBs responsibility to provide the leadership to achieve this goal.

### Requirements for Completing the Plan

The specific elements of the Local Plan Guidelines follow local plan content requirements from the Act (Sec. 118(b)) and the Interim Final Regulations (§661.350(a)). To facilitate your understanding of each section and some individual required items, the right hand column on each page of this guide cites specific sections of the Act and the Interim Final Regulations. Additionally, resources are also identified to provide background and references. A  symbol directs you to the DWD WIA Website [www.dwd.state.wi.us/dwdwia](http://www.dwd.state.wi.us/dwdwia) for additional information. These references are intended to assist in the development of the local plan.

Consistent with the emphasis on broad collaboration and input into plan development, the WIA requires that the WDB make copies of the local plan available for public comments in each county in the WDA. To meet the required February 11, 2000, submission deadline (identified under Submittal Requirements) all Local Plans are to be available for public comment by January 13, 2000. Public comment, at a minimum, is to consist of the following procedures:

- Copies of the local plan made available to the public in each county in the WDA through such things as public hearings and local news media;
- Members of the public and the WDB, including business and labor organizations, have an opportunity to comment on the plan;
- A thirty (30) day period, prior to the submission of the plan to the Governor, is allowed for comment from the public;
- The WDB makes information about the plan available to the public on a regular basis through open meetings; and
- Any comments that express disagreement with the plan are to be submitted to the Governor along with the Local Plan.

Each plan is to follow the format of these plan guidelines in the following format:

- All pages numbered including attachments,

- A table of contents, which identifies the name and page number for each section.

Plans are to be:

- Single spaced, single sided, 12 point font on 8.5 x 11 white paper,
- Word 6.0 or Word 97,
- A maximum of 50 pages, excluding attachments, and
- Stapled not bound.

### Submittal Requirements

Submit an original, three hard copies and one copy on diskette or by email by 4:30 P.M. on February 11, 2000 to:

Ramon Natera, Grant Specialist  
Division of Workforce Excellence  
P.O. Box 7972, Room 203  
Madison, Wisconsin 53707  
(608) 267-8861  
E Mail Address  
[Naterr@dwd.state.wi.us](mailto:Naterr@dwd.state.wi.us)

### Review and Approval of the Plan

Upon submission, all plans will be reviewed immediately for completeness. If there is a problem, WDBs will be notified within three weeks. The content of plans will be reviewed and approved within 90 days of their submission, unless the Department of Workforce Development, the Governor's designee, determines in writing:

1. There are deficiencies in local workforce investment activities that have not been addressed, or
2. The plan is determined inconsistent with Title I and the regulations of WIA, including required public comment provisions.

### Plan Guideline Revisions

Due to the evolving nature of the Workforce Investment Act, it may become necessary to revise these plan guidelines. The Department of Labor is scheduled to release the WIA Final Regulations in late December 1999 or early January 2000 and additional information on performance and other policy decisions may also be distributed by DOL.

The State Council on Workforce Investment may also impact these plan guidelines. There may be other unforeseen factors which impact these guidelines.

There has been no indication from DOL that the due date for the State Plan will be adjusted. Despite these potential revisions, we do not have any flexibility with the February 11, 2000, due date for local plans.

### Modification Procedures

Each local plan is considered a living document that will need to be modified over the course of the five years. As required in §661.355 of the Interim Final Regulations, the Governor will establish procedures for modifying local plans. After local partners have had an opportunity to comment on proposed draft procedures, the final version will be communicated to all by 06/01/00.

### Key Dates

Local Plan Guidelines Issued	11/23/99
Guideline Walk Through	12/02/99
State Abbreviated Transition Youth Plan Due (Proposed)	12/30/99
Federal Interim Final Regulations Released (Proposed)	01/07/00
Local Public Comment Period	01/13/00
Local Plans Due	02/11/00
Local Performance Negotiations Begin	03/01/00
State Plan Due	03/31/00
Youth Programs Start	04/02/00
Pending Items Due	06/01/00
WIA Full Implementation	07/03/00

### Assistance

If you have questions, or would like assistance, please contact:

Ron Hunt	608-266-2687	e-mail <a href="mailto:huntro@dwd.state.wi.us">huntro@dwd.state.wi.us</a>
Janice Peters	608-266-8563	e-mail <a href="mailto:peterja@dwd.state.wi.us">peterja@dwd.state.wi.us</a>
Mary Cirilli	608-267-7273	e-mail <a href="mailto:cirilma@dwd.state.wi.us">cirilma@dwd.state.wi.us</a>

## I. Workforce Development Area Needs, Labor Market Analysis, and Assessment of Workforce Investment Activities and Assets

The Workforce Development Board (WDB) analysis in this section sets the stage for mapping out strategies to achieve your vision over the next five years. To develop and achieve the Workforce Development Area (WDA) vision, start by assessing where you are today. Keep in mind the statewide labor market trends that were identified in Wisconsin's Workforce Investment Act Transition Plan: a continued shortage of young people available to enter the workforce; accelerated retirements; skill shortages; increased employment in all industries; and increased opportunities in suburban and semi-rural areas. Remember, all partners, new and old, need to be a part of the development of this section as well as the entire plan.

 LMI Data

### A. WDA Workforce Investment Needs

118(b)(1)(A)  
§661.350(a)(1)

1. Describe the local workforce investment needs as they relate to:
  - a. Employers/Businesses
  - b. Job Seekers
  - c. Incumbent Workers (Incumbent workers include permanent workers who have been employed in the same firm for a number of years; low skill/low wage workers in entry level jobs; and contingent workers who are employed part-time, on a temporary basis or are self-employed.)
  - d. Youth

### B. Labor Market Information

§661.350(a)(2)  
118(b)(1)(B)  
118(b)(1)(C)

1. Identify the current and projected occupational/employment opportunities.
2. Describe the job skills necessary to obtain the current and projected employment opportunities.

### C. Assessment of Current Workforce Investment Activities and Assets in the WDA

118(b)(4),(6)  
§661.350(a)(5)

1. Provide a description and assessment of the type and availability of all (not just JTPA/WIA) workforce investment activities available to adults and dislocated workers/displaced homemakers in the WDA.
2. Provide a description and assessment of the type and availability of all (not just JTPA/WIA) workforce investment activities available to youth in the WDA.
3. Provide a description and assessment of the type and availability of services available to employers in the WDA.

§661.350(a)(7)

## II. Workforce Development Area Vision and Goals

The Workforce Development Areas (WDA) vision and goals are to be broad, system-wide strategic goals that apply to the needs of the workforce investment system as a whole. A system-wide approach includes involving business, labor, communities and other stakeholders from the entire WDA in the planning process to ensure development of a vision and goals that include all aspects of the workforce investment system. Address such things as:

- What the local workforce system will look like in 5 years,
- How the goals of business, labor, job center partners, welfare, education and economic development will be met, and
- How the local workforce investment system will support attainment of those

goals.

Address the needs of employers, adults and youth.

Consider how your plan will support and enhance, without duplicating, statewide programming, technologies, and related service systems, including but not limited to those associated with Wagner-Peyser Public Labor Exchange, Vocational Rehabilitation, Wisconsin Works and the Technical College System.

Where appropriate, incorporate a regional (multiple WDA) planning strategy into the planning process identifying your regional vision and goals to meet the needs of all communities in the regional plan.

- A. Describe your local areas' strategic economic and workforce development vision for the next 5 years.
- B. Identify the strategic goals developed to achieve that vision.
- C. Identify the measures to be used to track progress toward these goals.
- D. Describe the process used to develop your local vision and goals, including participants in the process.
- E. Describe how the needs of the entire WDA, and region, if appropriate, were incorporated.

Interim Final  
Regulations  
Preamble I A  
118(a)

### III. Strategies

Section I of these guidelines asks for an identification of the Workforce Development Area (WDA) needs and an assessment of the current workforce investment system. Section II encourages the WDB to develop a broad, system-wide vision and goals. In order to achieve the goals identified in Section II, a series of strategies need to be developed.

- A. Describe the strategies the WDB will use to achieve the WDA's vision and goals for the entire area.

118(a)

### IV. Workforce Development Board

The Workforce Development Board (WDB) is the pivotal entity in each Workforce Development Area (WDA) to lead the development, coordination and monitoring of a strategic plan which ensures a customer driven service delivery system with a broader range of partners. New Workforce Investment Act (WIA) partners and stakeholders will have varying roles in these activities and relationships with the WDB. Collaboration with all partners and stakeholders is essential to coordination and enhancement of the entire workforce investment system.

- A. Workforce Development Board
  - 1. Describe how the WDB will be involved in achieving the vision and goals identified in Section II.
  - 2. Describe how the WDB will encourage involvement of a broad range of individuals, agencies and programs beyond the state certified membership

117  
§661.300



<p>to achieve the vision and goals.</p> <ol style="list-style-type: none"> <li>3. Describe how the WDB will actively connect to organizations, boards, and committees throughout the WDA that are involved in workforce investment related activities.</li> <li>4. Identify circumstances which constitute a conflict of interest for WDB members and describe how codes of conduct and conflict of interest issues related to WDB members and staff will be addressed. (In lieu of a description, attach an operating document and reference the pertinent sections)</li> </ol>	<p><a href="#">State Plan Guidance</a></p>
<p>B. Plan Input and Review Process</p> <p>WIA requires a number of coordination and consultation steps as part of the WDB's development of a comprehensive five-year plan that includes the design and enhancement of the workforce development area's One-Stop delivery system.</p> <ol style="list-style-type: none"> <li>1. Describe how the WDB consulted with and provided an opportunity for public comment throughout the WDA on and input into (1) the development of the local workforce investment plan, and (2) the proposed local plan, with at least 30 days for comment, prior to submittal to the state with the following key players:             <ol style="list-style-type: none"> <li>a. Local Elected Officials and the Chief Local Elected Official in his/her partnership/approval role</li> <li>b. Representatives of Business</li> <li>c. Representatives of Labor</li> <li>d. One-Stop Mandatory Partners</li> <li>e. Other Partners and Stakeholders</li> </ol> </li> <li>2. Submit, as an attachment, any comments that express disagreement with the local WIA plan.</li> </ol>	<p>118(b)(7)</p> <p>§661.345(b) 118(c) §661.350(a)(8)</p> <p>§661.345(c) 118(c)(3)</p>
<p>C. WDB Functions</p> <p>The WIA identifies a number of functions that are geared toward the overall success of the workforce investment system. These functions are to be carried out by the WDB. These functions include:</p> <ul style="list-style-type: none"> <li>• Development and submission of the local comprehensive plan.</li> <li>• Assuring coordination of workforce investment activities with economic development strategies and development of other employer linkages.</li> <li>• Promoting the participation of private sector employers in the local and statewide workforce investment system and ensuring effective provision, through the system, of connecting, brokering, and coaching activities, which assist employers in meeting hiring needs.</li> <li>• Selection of One-Stop operators and service providers.</li> <li>• Development of a budget to carry out these functions and direct the disbursement of WIA Title I-B funds.</li> <li>• Monitoring the One-Stop delivery system and, at a minimum WIA Title I-B programs.</li> <li>• Negotiating local performance measures with the Chief Local Elected Official and the Governor.</li> </ul>	<p>117(d)</p>

<ul style="list-style-type: none"> <li>Assisting the Governor in developing the statewide employment statistics system.</li> <li>Monitoring access to ensure any individual or employer has access to the One-Stop system and to core employment-related services (universal access).</li> </ul>	
<ol style="list-style-type: none"> <li>Describe any roles and responsibilities as agreed to with the Chief Local Elected Official which may differ or be in addition to those listed above.</li> <li>Identify the fiscal agent or entity responsible for the disbursement of grant funds.</li> <li>Identify any WIA statutory or regulatory requirements the WDB would like the State to include as part of a waiver plan to the Department of Labor.</li> </ol>	118(b)(8) §661.350(a)(9) §661.420
D. WDB Composition	117(b)(2)
<ol style="list-style-type: none"> <li>Describe the nomination and selection process used to appoint local business representatives to the WDB.</li> <li>Complete the WDB Appointment Process Description Chart (Form A). For each non-business WDB board member indicate who they are and what organization they represent. Describe the process used to identify potential representatives and the process to select the specific individuals who have been appointed to the board.</li> <li>Attach a diagram or description of the WDB subcommittee structure, if available.</li> <li>Describe the process the WDB will use to notify the chief local elected official of any vacancies and to fill those vacancies with appropriate representatives. (In lieu of a description, attach an operating document and reference the pertinent sections)</li> <li>If the WDB is not a newly state certified board but is an "alternative entity", please describe the membership structure. If all required categories of membership are not represented explain the manner in which the WDB will ensure an ongoing role for any non-represented category. Demonstrate that the entity qualifies as an alternative entity as described in Sec 117(i) of the Act.</li> </ol>	§661.350(a)(12) 117(i)
E. Youth Council	
<p>The Youth Council is a mandatory subgroup of the WDB appointed by the WDB in cooperation with the chief local elected official. Some members of the WDB will serve on the Youth Council in addition to other individuals who have expertise or special interest in youth policy and services. Members of the Youth Council who are not appointed members of the WDB are to be voting members of the Youth Council.</p> <ol style="list-style-type: none"> <li>Describe the role and responsibilities of the Youth Council. (From purely advisory to the WDB to overall delegation but with ultimate authority still retained at the WDB level).</li> <li>Identify circumstances which constitute a conflict of interest for Youth Council members and describe how codes of conduct and conflict of interest issues related to Youth Council members will be addressed. (In lieu of a description, attach an operating document and reference the</li> </ol>	117(h)

- pertinent sections)
3. Complete the Youth Council Membership Chart (Form B). This chart requests a list of members of the Youth Council, their titles and the organizations they represent, as well as a description of the solicitation and selection processes used to garner nominees from required membership categories. If the Youth Council has not yet been seated, provide a timeline for the appointment. NOTE: Youth Councils should be appointed no later than 04/01/00.

#### F. Workforce Development Board Support

Section 117(d)(3)(B)(ii) authorizes the WDB to employ staff. The WDB may be supported by the following programs, subject to program cost limits and policy direction: WIA Title I, Welfare to Work, Workforce Attachment and Advancement, other programs operated by the WDB and locally reached agreements with other partners.

1. Describe how administrative support will be provided to the WDB. Include in your description the number and type of staff that are both directly funded by the WDB and those who provide in-kind support from local partner and related organizations.
2. Describe the distribution of administrative funds subject to the 10% limit, as allocated to:
  - a. WDB support;
  - b. One-Stop Operator
  - c. Core/Intensive Services
  - d. Training, and
  - e. Other.

NOTE: If no administrative funds are to be allocated to a function, so indicate.

The Department of Workforce Development recognizes that adequate funding of the WDB and the Job Center System is an ongoing concern. DWD is committed to finding innovative means to address this need and will continue to explore mechanisms to do so in the future. As a first step in this effort, DWD will retain the existing "Hold Harmless" provisions for the WIA formula allocation in order to smooth funding allocation shifts during the first two years of WIA. Sustaining the ability of Job Centers to meet the needs of job seekers, workers and employers by the WDB and its local partners is critical to creating an environment that allows new resources to be identified and allocated to the One-Stop system.

## V. One-Stop Delivery System

### A. System Description

WIA assigns local responsibility to the WDB, in collaboration with the chief local elected official, to ensure the creation and maintenance of a One-Stop system in the WDA.

§662.100(a)

The One-Stop delivery system in each local area must include at least one

§662.100(a)

comprehensive physical center that provides the core services applicable to each partner's program and must provide access to other programs and activities carried out by the One-Stop partners. The design of the local area's One-Stop delivery system is to be consistent with the memorandum of understanding executed with the One-Stop partners.

§662.100(e)

Wisconsin has a well-developed Job Center system. WDBs are encouraged to maintain and enhance existing Job Centers within the One-Stop delivery system. A dedication to meeting the needs of all customers and serving communities throughout the WDA, and region, if appropriate, should continue to be a focus for the One-Stop system. This focus on enhancing the existing One-Stop system with a strong customer focus will make Wisconsin's system even better.


With this in mind, each local area is required to have at least one comprehensive center and may have additional comprehensive centers. In addition, various arrangements are allowed to supplement the comprehensive center. These arrangements may include:

134(c)

§662.100(d)

- A network of affiliated sites that can provide one or more partners' programs, services and activities at each site;
- A network of One-Stop partners through which each partner provides services that are linked, physically or technologically, to an affiliated site that assures individuals are provided information on the availability of core services in the local area; and
- Specialized centers that address specific needs, such as those of dislocated workers.

A Comprehensive Center is defined as:

 Guidance on Comprehensive Centers and Supplementary Sites  
§662.100(c)

- Location at which the core services specified in WIA section 134(c) and access to other programs and activities carried out by the One-Stop partners must be provided.
- At a minimum, the core services that are applicable to the program of the partner must be made available at the comprehensive One-Stop center. These are services that are in addition to the basic labor exchange services traditionally provided in the local area under the Wagner-Peyser program operated in Wisconsin by the Job Service Bureau of the Division of Workforce Excellence. These services must be made available to individuals attributable to the partner's program who seek assistance at the center.
- Locations through which intensive and training services can be accessed.
- The applicable core services may be made available at a comprehensive center by the provision of appropriate technology, co-locating personnel, cross training of staff, or through cost reimbursement or other agreement between service providers and the partner at the comprehensive center, as described in the MOU.

§662.250

 WIA Partners

134(c)(1)

662.250(b)

An on-site presence of each One-Stop partner at the comprehensive centers is strongly encouraged.

1. Describe the One-Stop Delivery System for the WDA.

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\*NOTE: The WDB should provide a list of the OSO(s) by 06/01/00.

### C. Memorandum of Understanding (MOU)

The MOU is the document in which partners make a commitment to the WDB and to each other on how they will provide and coordinate their services through the One-Stop delivery system. The MOU is to reflect quality customer service, including access to services, as the priority and serve as one of the major vehicles for achieving the overall vision and goals of the WDB for the area. There may be a single MOU or multiple MOUs in an area depending on the design of that area's One-Stop delivery system and the preference of the WDB or any of the partners.

121(c)  
§662.300  
§662.310

#### 1. Process/Approach

- a. Describe the process used to develop the MOU(s).
- b. Provide copies of the signed MOU(s) or a status report on the negotiations of MOU(s) not yet signed.

§661.350(a)(3)(  
118(b)(2)(B)

NOTE: Copies of signed MOU(s) must be provided by 06/01/00. Final plan approval is contingent upon receipt of all signed MOU(s)

#### 2. Contents of the MOU

121(c)(2)  
Form E

You are required to use the MOU format found in the forms attached to these Plan Guidelines. The MOU may be expanded to accommodate local needs. Per the WIA and Interim Final Regulations, at a minimum the MOU(s) is to contain:

- a. All required parties to the MOU(s), which at a minimum include the WDB, the Chief Local Elected Officials, and the One-Stop Partner(s) included in that MOU.
- b. How applicable core services will be provided through the One-Stop delivery system.
- c. How access to intensive and training services will be provided through the One-Stop delivery system and throughout the WDA.
- d. How the costs of such services and the operating costs of the system will be funded, including funds to create and maintain the One-Stop delivery system.
- e. Methods of referral of individuals between the One-Stop operator and the One-Stop partners for the appropriate services and activities.
- f. The duration of the MOU(s) as well as procedures for amendment and termination.
- g. Other provisions, consistent with the requirements of WIA, as the parties to the agreement determine to be appropriate.

### D. Current Local Infrastructure and Transition to WIA Environment

The Local Collaborative Planning Team (LCPT) has been an integral part of the development of the job center system in Wisconsin. Under WIA, the WDB will become the entity that sets direction for the workforce investment programs of the area. We encourage an "LCPT type" system to be maintained although aspects of what the existing LCPTs do may be taken on by the WDB. The LCPT structure ensures ongoing functions such as coordination, information sharing, and decisions about many of the details of how partner

Interim Final  
Regulations  
Preamble Part  
660 Subpart C

agencies operate within the One-Stop delivery system.

It is important for the WDB to understand how they relate to its LCPT, if an LCPT is maintained. In addition, there are many Job Center Management Teams (JCMT) or steering committees that deal with day-to-day and long range planning issues for their centers. The WDB needs to establish and maintain a connection with these teams. There will also be a need to understand the role of these teams and the role of the One-Stop Operator as determined by the WDB and the Chief Local Elected Official.

1. Describe how the ongoing collaboration and broad communication functions of your area's LCPT will be incorporated into the WDB or an alternative entity's activities and structure, and over what time period, or at a minimum, what linkages will be established to ensure coordination throughout the WDA.
2. Describe how the local committees such as Job Center Management Teams or other local structures in your area will relate to both the WDB and the One-Stop Operator(s) for each Job Center in the WDA.

#### E. One Stop System Standards

Performance accountability and continuous improvement are key elements of the WIA and the One-Stop delivery system. The Job Center Standards continue to serve as the foundation for the development of job centers in Wisconsin and will evolve under WIA and with new partners. Under WIA, the WDB will have the responsibility for achieving standards that will include the Job Center Standards.

1. Describe how the WDB will measure progress toward Job Center Standards attainment.
2. Describe any additional standards you have identified for the One-Stop delivery system, as well as the process used for developing those standards.
3. How will these additional standards, if developed, foster continuous improvement of the One-Stop delivery system?

 Job Center Standards

§661.350(a)(3)(118(b)(2)

## VI. WIA Title I Program Services

#### A. Description of Title I Adult and Dislocated Worker/Displaced Homemaker Service Strategy

The WIA Title I service strategies described in this section of the plan guidelines are to build upon the analysis that was completed in Section I. They are also to illustrate how they will help carryout the WDB's vision.

1. How will the Title I program contribute toward the vision and goals for the workforce development area identified in Section II.
2. Adult Funding Priorities

134(d)(4)(E)  
§663.600

WIA allows WDBs the flexibility to prioritize the use of Title I funds. Respond to this question if the WDB has determined that WIA Title I adult funding will not cover all programs that could be offered if unlimited funding was available.	§661.350(a)(11)
What process will the Local Board use to direct its One-Stop Operator(s) to give priority to low-income individuals and recipients of public assistance?	134(d)(4)(E) §663.600
3. Mix of Services with Title I Funding	
WIA establishes that Title I funds can be used to provide core, intensive, and training services. Considering all of the counties within the WDA, the WDB has the authority and flexibility to decide the percentage of funds that goes to each of the three levels of service.	
Describe the WDB's plan for the allocation of funds between categories for both adults and dislocated workers. Show the percentages for each.	
4. Displaced Homemakers	
The WIA expands the definition of dislocated workers to automatically include displaced homemakers.	Sec.101(10) §663.120
a. Describe coordination with any displaced homemaker programs funded by the Wisconsin Technical College System Board under the General Purpose Revenue (GPR) displaced homemakers program or Carl Perkins Act.	
b. Describe how services to displaced homemakers will be integrated into the dislocated worker program.	
5. Describe how the WDB will serve significant segments of the population – dislocated workers, including displaced homemakers, low-income individuals (including recipients of public assistance), individuals training for nontraditional employment, individuals with multiple barriers (including older workers and individuals with disabilities), and veterans.	112(b)(17)(A)(iv)
6. Describe WDB policies and procedures to support UI Profiling activities.	
7. Describe how the WDB will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.	§661.350(a)(6) 118(b)(5)
8. Describe the methods that have been developed to respond expeditiously to plant closings and layoffs. These methods are to address coordination with statewide rapid response activities as well as when statewide rapid response staff are not involved. Methods are to include but not be limited to:	
<ul style="list-style-type: none"> <li>Developing a community response team with representation from the WDA, Job Service, technical colleges, Unemployment Insurance, organized labor, Economic Development, etc.</li> <li>Notifying appropriate parties including DWE (if not aware of event), local labor organizations, local elected officials, Job Service offices, unemployment insurance and local business officials.</li> </ul>	



- Conducting initial outreach to company and union officials.
- Conducting outreach to workers, including informing affected workers of available services and employment opportunities in the local area.
- Conducting evaluation, assessment and counseling to determine eligibility, transferable skills and types of services needed.
- Conducting initial assessment and referral for services and training.
- Providing services and training.
- Establishment of regional approaches to provide the above services including agreement with other WDAs and states.

## B. Title I Core Services

Sec. 134(d)(2) of WIA Title I lists the following core services as allowable under the Act:

- Eligibility determination;
- Outreach and intake;
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
- Job search and placement assistance;
- Access to Labor Market Information;
- Information on program providers;
- Information on One-Stop system performance;
- Information on available supportive services;
- Follow-up services;
- Information on filing unemployment compensation claims;
- Assisting in establishing eligibility for Welfare to Work and employment and training programs not funded under WIA.

1. Describe any core services that will be provided in addition to those listed above.
2. Describe the WDB's design for Title I core services and how they fit with Wagner-Peyser Labor Exchange Services. (The Regulations ask for a description that shows these two sources of funds are not duplicative.)
3. Describe the process the WDB will use to select core service providers.
4. How will the services be provided and, if known, who will provide these services?

NOTE: If not currently available, provide a list of core service providers by 06/01/00.

5. What is the WDA's policy for supportive services? (WIA defines supportive services to mean such things as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under Title I.)
6. Is the WDB seeking a Governor's agreement to provide core services? If so, follow the requirements outlined in the WDBs as Local Service Providers Policy and Procedure.

§663.150

118(b)(9)  
§661.350(a)(10)

134(e)

 DWD Policy



117(f)(2)  
§663.155

## C. Intensive Services

134(d)(3)  
§663.200



Intensive services are services intended to identify obstacles to employment

through a comprehensive assessment or individual employment plan in order to determine specific services needed.	
1. Describe any intensive services that will be provided in addition to those identified in WIA Sec. 134(d)(3).	§663.200(a)
2. Describe the process the WDB will use to select intensive service providers.	118(b)(9) §661.350(a)(10)
3. How will the services be provided and, if known, who will provide these services?	
NOTE: If not currently available, provide a list of intensive service providers by 06/01/00.	
4. Identify the WDB's definition of "self-sufficiency". (Self-sufficiency is a local assessment using LMI and other regional area issues.)	§663.230
5. Is the WDB seeking a Governor's agreement to provide intensive services? If so, follow the requirements outlined in the WDBs as Local Service Providers Policy and Procedure.	<a href="#">DWD Policy</a> 117(f)(2) §663.210(b)
D. Training Services	134(d)(4)
WIA Training Services should equip individuals to enter the workforce and retain employment with family supporting wages.	
1. Identify if the WDB has allocated a percentage of Title I funds for training. If yes, list the percentage of training funds earmarked for Individual Training Accounts (ITA), On-the-Job Training, and customized training.	
2. Describe the WDB's policy for its ITA system including limits on duration and amount.	§663.420(c)
3. Describe the procedure for post-secondary educational institutions and entities carrying out apprenticeship programs to submit an application for initial eligibility as a training provider. The procedure is to specify the timing, manner and contents of the required application.	122(a)(2) 122(b) §663.515(a),(b) §661.350(a)(5)
4. Describe the WDB's intent to use exceptions (contracts) instead of or in conjunction with the ITA system. Address the following questions as applicable.	§661.350(a)(10) §663.535 §663.430(a)(2)
a. Has the WDB made policies for OJT and Customized Training opportunities including the length and amount?	
b. Has the WDB made a determination that there is an insufficient number of eligible providers? If so, describe how this determination was made and the process to be used in selecting providers under a contract for services.	
c. Does the WDB intend to serve special participant populations that face multiple barriers to employment? If so, describe the criteria to be used to determine the demonstrated effectiveness of community-based organizations or other private organizations that serve these populations.	§663.430(a)(2)
5. Describe the Local Board policies for the following:	
a. Required documentation for "need for training". (WDBs are given flexibility to decide the documentation they wish to use to justify a participant's "need for training.")	§663.310(b)
b. Needs Related Payments	§663.815

<p>6. Does the WDB plan to submit a waiver application to provide training services? If so, follow the requirements outlined in the WDBs and Local Service Providers Policy and Procedure. WDBs may submit a waiver request at any time. Whenever a waiver is submitted make sure the DWD Policy is followed.</p>	<p>134(e)(3)   DWD Policy  117(f)(1)  §661.310</p>
<p>E. Description of Youth Program</p>	
<p>WIA brings a new emphasis to services to youth within the workforce investment system. The provision of workforce training and related activities is to be driven by the needs of youth within the community. These needs are to define the development of youth program services and activities. The WIA expects a comprehensive strategy of services to youth which includes multiple partners and strong connections to and integration into the Job Center System.</p>	
<p>1. Describe the design framework for the local youth program.</p> <ol style="list-style-type: none"> <li>How will it be integrated into the one-stop system?</li> <li>How will this design coordinate with other youth programs such as foster care, education, welfare, school-to-work, youth apprenticeship programs, TANF youth programs and other relevant youth resources?</li> <li>How will this design ensure coordination between other WIA Title I youth programs such as Job Corps and Youth Opportunity Grants?</li> <li>How will this framework ensure youth who are not eligible for WIA have access to youth services within the job center system?</li> <li>How will this framework accomplish the vision and goals identified in Section II?</li> </ol>	<p>§664.400(b)   State Plan Guidance</p>
<p>2. Describe how the WDA will, in general, provide the youth program elements within the youth program design. In particular discuss the following:</p> <ul style="list-style-type: none"> <li>Preparation for post-secondary educational opportunities;</li> <li>Strong linkages between academic and occupational learning;</li> <li>Preparation for unsubsidized employment opportunities;</li> <li>Effective linkages with intermediaries with strong employer connections;</li> <li>Alternative secondary school services;</li> <li>Summer employment opportunities;</li> <li>Paid and unpaid work experiences;</li> <li>Occupation skill training;</li> <li>Leadership development opportunities;</li> <li>Comprehensive guidance and counseling;</li> <li>Supportive services; and</li> <li>Follow-up services.</li> </ul>	<p>§664.400(b)  §664.410</p>
<p>3. Youth Definitions</p> <ol style="list-style-type: none"> <li>Provide your local definition of the sixth youth eligibility criterion; "An individual who requires additional assistance to complete an educational program, or to secure and hold employment."</li> <li>Provide your local definition of "deficient in basic literacy skills" criterion.</li> </ol>	<p>101(13)(C)(vi)  §664.210  101(13)(C)(i)  §664.205</p>


4. Describe the process to ensure 30% of WIA funds will be used to provide youth activities to out-of-school youth.
5. Describe the criteria and process to be used in awarding grants for youth activities, including criteria to identify effective and ineffective youth activities and providers.
6. Is the WDB seeking agreement to allow them to provide youth services other than summer employment opportunities? If so, follow the requirements outlined in the WDBs as Local Service Providers Policy and Procedure.

129(c)(4)(A)

 State Plan  
Guidance  
§661.350(a)(7)  
 DWD Policy

## VII. Performance and Accountability

The WIA requires the negotiation of core performance indicators for WIA Title I services for adults, dislocated workers, youth aged 19 - 21 and youth age 14 - 18. The DWD will negotiate local performance levels with each WDB and state levels with the Department of Labor. This negotiation process will occur during the plan approval process. The negotiations between the State and the DOL will impact on local performance levels. Resources to assist in determining local performance levels are available on the DWD/WIA website.

 Performance  
Resources

- A. Complete Form F, Performance Indicators and Goals with the WDAs proposed standards for each of the core indicators for the local area, include any standards that are in addition to the core standards in the additional rows.
- B. What criteria were used to develop the local area performance standards? Describe how these standards will be evaluated and corrective actions which will be taken if the performance falls short of expectations.
- C. Describe the local area continuous improvement activities and how performance data will contribute to this process.

118(b)(3)  
118(b)(10)  
136(c)  
§666  
§661.350(a)(4)

## VIII. Assurances and Signatures

1. The WDB including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act will comply with the Fiscal Controls established in Section 184 of WIA.
2. The WDB and chief elected official assure that it will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.
3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.
4. The WDB assures that veterans will be afforded employment and training activities authorized in section 134 of WIA.
5. The WDB assures that all WIA participants will be exposed to full range of career choices including orienting and exposing women to training and jobs with family supporting wages that traditionally women have not held.
6. The WDB assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing.
7. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.

8. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
9. The WDB assures that funds will be spent in accordance with the Workforce Investment Act legislation, regulations, written Department of Labor Guidance, and all other applicable Federal and State laws.

NOTE: Signatures are also required on the Certifications in the Forms Section pages p-r.

This plan has been developed for the \_\_\_\_\_ Workforce Development Area in accordance with the terms of the Workforce Investment Act.

### **Approved for the Workforce Development Board**

#### **Workforce Development Board Chair**

Name (type or print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Approved for the Counties of the Workforce Development Area**

#### **Chief Local Elected Official**

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Local Elected Officials (Optional):**

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ETC. for the number of counties in the area

**Workforce Development Board  
Appointment Process Descriptions**

<b>Partner Program</b>	<b>Member</b>	<b>Organization</b>	<b>Nomination Process</b>	<b>Selection Process</b>
<b>WIA Title I-B</b>				
<b>MSFW</b>				
<b>INA</b>				
<b>Job Corps</b>				
<b>Wagner-Peyser</b>				
<b>Adult Education and Literacy</b>				
<b>Vocational Rehabilitation</b>				

<b>Partner Program</b>	<b>Member</b>	<b>Organization</b>	<b>Nomination Process</b>	<b>Selection Process</b>
<b>Welfare to Work</b>				
<b>Older Americans</b>				
<b>Carl Perkins</b>				
<b>NAFTA-TAA</b>				
<b>DVOP/LVER</b>				
<b>CSBG</b>				
<b>HUD</b>				
<b>UI</b>				

Partner Program	Member	Organization	Nomination Process	Selection Process
TANF/FSET				
Educational Representatives				
Labor Representatives				
CBO Representatives				



Partner Program	Member	Organization	Nomination Process	Selection Process
Economic Development Representatives				

### Youth Council Membership

<b>Youth Council Category</b>	<b>Member</b>	<b>Organization</b>	<b>Nomination Process</b>	<b>Selection Process</b>
<b>Youth Services Agencies, including Juvenile Justice and Law Enforcement Agencies</b>				
<b>Local Public Housing Authorities</b>				
<b>Parents of Eligible Youth</b>				

<b>Youth Council Category</b>	<b>Member</b>	<b>Organization</b>	<b>Nomination Process</b>	<b>Selection Process</b>
<b>Former Participants</b>				
<b>Job Corps (where present)</b>				
<b>Other Individuals</b>				
<b>Other Individuals</b>				
<b>Other Individuals</b>				
<b>Other Individuals</b>				
<b>Other Individuals</b>				

<b>Youth Council Category</b>	<b>Member</b>	<b>Organization</b>	<b>Nomination Process</b>	<b>Selection Process</b>
<b>Other Individuals</b>				
<b>Other Individuals</b>				
<b>Other Individuals</b>				
<b>WDB Member</b>				
<b>WDB Member</b>				
<b>WDB Member</b>				
<b>WDB Member</b>				
<b>WDB Member</b>				
<b>WDB Member</b>				
<b>WDB Member</b>				

**Comprehensive Centers  
(Existing and Planned)****Existing Centers**

<b>Name</b>	<b>Location/City</b>	<b>Address</b>	<b>Contact Name/Phone</b>

**Planned Over the Next Five Years**

<b>Name</b>	<b>Location/City</b>	<b>Address (If Known)</b>	<b>Target Date for Opening</b>

**Other and Specialized Job Center Sites  
(Existing and Planned)****Existing Sites**

<b>Name/Location</b>	<b>Address</b>	<b>Contact Person/Phone</b>	<b>Connection to Comprehensive Center(s)</b>	<b>Specialized/Target Population</b>

**Other Planned Sites**

<b>Name/Location</b>	<b>Planned Connection to Comprehensive Center(s)</b>	<b>Specialized and Target Population</b>	<b>Target Date for Opening</b>

**DRAFT TEMPLATE**  
**Memorandum of Understanding**  
**Pursuant to the**  
**Workforce Investment Act of 1998**

1. Parties: The parties to this Memorandum of Understanding ("MOU") are:

a. (insert name of your local workforce development board or "WDB" and its acronym)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(contact person and telephone number)

\_\_\_\_\_  
(fax number and e-mail address)

b. (insert the name and title of your chief local elected official)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(contact person and telephone number)

\_\_\_\_\_  
(fax number and e-mail address)

c. (insert name of the One-Stop Partner organization name, acronym and related fund source description if needed to identify as mandated One-Stop partner)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(contact person and telephone number)

\_\_\_\_\_  
(fax number and e-mail address)

Form E

- d. One-Stop Partner (insert additional partners as needed)

The aforementioned information may be updated from time to time by giving written notice to all parties.

NOTE: The parties to the MOU must include the WDB, the chief local elected officials (CLEO) and one or more one-stop partners. A single MOU may be written for all partners, a different MOU may be written for each partner or a combination of these two options may be utilized.

## 2. Services to be provided through the One-Stop System

### a) Core Services

- i) Core services for each partner at each location, and the arrangements for providing those services.
- ii) Efforts to ensure non-duplication of core services.
- iii) If applicable, how core services are coordinated based on high priority needs planning by the WDB.

### b) Intensive And Training Services:

- i) Intensive and training services provided on site by each One-Stop partner, and the arrangements for providing those services.
- ii) Methods to provide access to intensive and training services if not offered on site.
- iii) If applicable, how intensive and training services are coordinated based on high priority needs planning by the WDB.



### 3. Costs of Services and Operating Costs of Operating the One-Stop System

- a) For the core, intensive and training services:
  - i) Detail, by each service and by each One-Stop partner, how costs for each service will be funded.
  - ii) Cost allocation methods, if applicable, used to determine how services would be funded.
- b) For the operating costs of the system:
  - i) Definition of the One-Stop System. (The one-stop system in the Local WIA Plan, including modifications thereto, can be incorporated into this MOU by reference.)
  - ii) How each One-Stop partner's "fair share" was determined, and what form it will take.
  - iii) Cost allocation methods used to determine how the operating system would be funded.

### 4. Methods for Referral of Individuals between the One-Stop Operator and the One-Stop Partners and between the One-Stop Partners

- (a) Processes for referral to partners within the comprehensive center(s).
- (b) Processes for referral to and from partners located in network or affiliated sites.
- (c) Special agreements for confidentiality and information sharing, if developed.

5. Duration, Dispute Resolution, Withdrawal, Amendment and Severability

- a) **Duration:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 ("WIA"), otherwise by action of law, or in accordance with this section.
- b) **Withdrawal:** Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.
  - 1. Notice of withdrawal shall be given to all parties at the addresses shown in Section 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Section 1.
  - 2. Should any One-Stop Partner withdraw, the MOU shall remain in effect with respect to other remaining One-Stop Partners.
- c) **Amendments:** The MOU may be amended at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.
- d) **Severability:** If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

6. Other provisions.

- a) Any other provisions as determined locally.

7. Attachments:

- b) Attach other documents that are references in this MOU.

## 8. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of the MOU, and do so commit by signing below.

FOR THE (Insert name of you WBD)

---

Signature and Date

---

Name and Title

FOR THE CHIEF LOCAL ELECTED OFFICIAL

---

Signature and Date

---

Name and Title

FOR (insert name of One-Stop system partner)

---

Signature and Date

---

Name and Title

(Add additional One-Stop System Partners)

<b>Table for Local Performance Indicators and Goals</b>
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<b>WIA Requirement at Section 136(b)</b>	<b>Planned Performance Levels for 2000</b>	<b>Planned Performance Levels for 2001</b>	<b>Planned Performance Levels for 2002</b>
<b>ADULTS</b>			
Entry into Unsubsidized Employment			
6-Months Retention in Unsubsidized Employment			
6-Months Earnings received in Unsubsidized Employment			
Attainment of Educational or Occupational Skills Credential			
<b>DISLOCATED WORKERS</b>			
Entry into Unsubsidized Employment			
6-Months Retention in Unsubsidized Employment			
6-Months Earnings received in Unsubsidized Employment			
Attainment of Educational or Occupational Skills Credential			
<b>YOUTH AGED 19-21</b>			
Entry into Unsubsidized Employment			
6-Months Retention in Unsubsidized Employment			
6-Months Earnings received in Unsubsidized Employment			
Attainment of Educational or Occupational Skills Credential			
<b>YOUTH 14-18</b>			
Attainment of Basic, Work Readiness and/or Occupational Skills			
Attainment of Secondary School Diplomas/Equivalents			
Placement and Retention in Post-Secondary Education/Training, or Placement in Military, Employment, Apprenticeships			
<b>PARTICIPANT CUSTOMER SATISFACTION</b>			
<b>EMPLOYER CUSTOMER SATISFACTION</b>			
<b>ADDITIONAL MEASURES</b>			

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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE  
AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

---

Date

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

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**CERTIFICATION REGARDING LOBBYING**


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**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**


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The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all\* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

	WIA Title I-B
Grantee/Contractor Organization	Program/Title

Name of Certifying Official	Signature	Date
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\*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).